



Employment Opportunity

GIS/CAD Foreman, Municipal Services (Full-time/Permanent)

The City of Summerside is seeking a skilled and forward-thinking professional to join our Municipal Services team as a GIS/CAD Foreman.

This position plays a critical role in modernizing how the City manages, plans, and delivers its utility infrastructure. Reporting directly to the Director of Municipal Services, the successful candidate will lead the development and integration of GIS, drafting, and asset information systems across water, sewer, stormwater, roads, and electrical utilities.

This is a key position in advancing the City's asset management capabilities—particularly within the electric utility, where significant growth and system improvements are required.

Reporting to: Director of Municipal Services

Key Responsibilities:

- Lead the development, maintenance, and continuous improvement of GIS systems for municipal utilities
- Provide drafting and design support for utility infrastructure, including the development of construction standards and drawings
- Maintain accurate, up-to-date asset records and mapping data to support planning, operations, and capital decision-making
- Support the integration and alignment of GIS systems with work order and asset management systems
- Assist with capital planning initiatives by providing accurate data, mapping, and technical analysis
- Conduct field verification, basic surveying, and data collection to support infrastructure records and projects
- Provide technical support to utility operations, engineering staff, and supervisors
- Assist with job planning, project coordination, and infrastructure inspections as required
- Collaborate across departments to ensure alignment of priorities and consistency in data management practices
- Contribute to corporate GIS initiatives and long-term infrastructure planning
- Prepare maps, reports, and technical materials for internal and external use
- Perform other related duties as assigned

Minimum Qualifications and Competencies:

- Post-secondary education in GIS, Engineering Technology, Drafting, or a related field
- Minimum of 4 years of related experience in GIS, CAD drafting, and/or municipal infrastructure environments
- Strong working knowledge of GIS platforms (e.g., ESRI) and asset/work order management systems
- Demonstrated experience with computer-aided drafting (CAD)
- Experience or familiarity with municipal utility systems (water, sewer, stormwater, roads, electrical) is considered a strong asset
- Basic surveying and field data collection experience
- Strong analytical, organizational, and problem-solving skills
- Ability to manage multiple priorities and support cross-functional teams
- Effective communication skills, both written and verbal
- Ability to build and maintain strong working relationships across departments
- Valid driver's license
- Bilingualism is considered an asset

What We Offer:

- Comprehensive medical and dental coverage
- Access to 24/7/365 virtual care via the medical provider
- Employer-paid Employee Assistance Program (EAP/EFAP)
- Pension plan
- Three weeks of vacation to start
- Supportive and welcoming work environment in a thriving community
- Opportunities for training and professional development


Hours: 40 hours per week

Wage: \$35.43/hr (\$39.37/hr after 6 months, as per CUPE Local 804 Collective Agreement)

How to Apply:

Submit a confidential cover letter and resume outlining your qualifications and interest in the position. Please include "GIS/CAD Foreman Municipal Services" in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Wednesday, June 10th at **4:00 PM (AST)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.